

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: V-0009 - *Virtual Tabletop Exercise Series (VTTX) – Hurricane Focus*

Exercise Date & Location:

May 15, 2013, Virtual Exercise – Multiple Locations

Exercise Description:

This exercise is the ninth in a series of 12 Virtual Tabletop Exercises (VTTX) that will be offered monthly by the Emergency Management Institute (EMI). The VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess plans, policies, training and procedures. This VTTX differs from other Tabletop exercises in that it will be conducted using non-web based Video-Teleconference (VTC) technology, and is intended to provide an opportunity for responders across the nation to simultaneously participate in a hazard-specific facilitated discussion. Lead facilitation for the exercise will be coordinated by EMI, with local facilitation provided by the participating agency. This format will allow the common delivery of exercise materials, scenarios, modules and discussion questions among those participating in the exercise. New to the VTTX program is the addition of an After-Action Report / Improvement Plan (AAR/IP) template for completion by the participating organization.

Benefit to the Emergency Management Community:

The VTTX is a pre-packaged set of exercise materials requiring reduced effort by participating organizations. The new/novel delivery method will allow participating communities to share real-time hurricane incident related preparation, response and recovery concerns and solutions with all participants providing a unique environment for learning lessons and sharing information.

Exercise Goal:

This virtual exercise will enable the participants to exercise their knowledge, skills, and abilities needed to effectively conduct all-hazards emergency preparedness, response and recovery. Overall goals include:

- 1.) Prepare participants for a hurricane incident affecting their community.
- 2.) Enable participants to better coordinate their response operations with counterparts from local governments, other State governments, Federal agencies, private sector organizations, and nongovernmental agencies.
- 3.) Leverage VTC technology to reach remote sites.
- 4.) Provide a virtual, experiential education environment to exercise and enhance critical response and recovery capabilities.

This delivery method will allow participating communities to share real-time hurricane incident related preparation, response, and recovery concerns and solutions with all participants.

Exercise Length: 4 Hours. Start time is 12:00 P.M. EST and end time is 4:00 P.M. EST.

TRAINING OPPORTUNITY

Target Audience:

The VTTX program is designed for a “community based” group of at least 12 or more personnel from local or State emergency management organizations with representation from all Emergency Management disciplines - public safety, public works, public health, health care, government administrative, communications, military, private sector, non-governmental, and other whole community partners involved in a hurricane incident response and recovery.

Exercise Design

This VTTX is designed to engage the participants in a no fault, hazard-specific exercise discussion. The lead facilitation will occur via VTC from the EMI campus, and will be complimented by a dedicated local agency facilitator at each VTC site.

The VTTX will be supported by an Exercise and Coordination Facilitation Guide, which will include all required logistical information (room layout, connection instructions, etc.), as well as facilitation and hot wash instructions.

The VTTX will consist of:

- A hazard awareness briefing on the scenario hazard.
- Three discussion modules presented by the EMI facilitator.
- Local discussion with guided questions facilitated by an on-site facilitator.
- Brief-outs from each participating location after each module.
- Hot wash conducted at each location after the VTC has ended.
- AAR/IP submission by the participating organization no later than 30 days from the completion of the VTTX event.

Participation Requirements:

The VTTX will be limited to 10 locations per exercise. Participants must have an appropriate site equipped with VTC capability that can access the Federal Emergency Management Agency (FEMA) VTC site (connection information will be provided by EMI). Participating locations will be responsible for local exercise logistics, and should designate an exercise coordinator to implement the logistical requirements for the exercise. In addition, the location must provide a person capable of facilitating the on-site portion of exercise. Electronic copies of the related exercise materials (Exercise and Coordination Facilitation Guide, Situation Manual, agenda, etc.) will be provided in advance by EMI.

To Apply:

Locations interested in participating in the VTTX series should submit an email request to participate in the exercise to Todd Wheeler at Todd.Wheeler@fema.dhs.gov, phone (301) 447-1101; or Al Fluman at Al.Fluman@fema.dhs.gov, phone (301) 447-1299. When applying, please provide a central point of contact from your organization to work all issues. Each location will receive a notice from EMI and will be provided with relevant logistical information and exercise materials to set up and facilitate the exercise locally.

The deadline for applying to participate in the exercise is April 15, 2013.

Schedule of future VTTXs:

June 26, 2013 (V-0010) – Scenario: Mass Casualty (Prep for upcoming vacation season)

July 10, 2013 (V-0011) – Scenario: Fixed Hazardous Materials Incident (Non-seasonal)

August 21, 2013 (V-0012) – Scenario: CBRNE – Biological (Anniversary of 9/11, plus new ideas and methods of attack)

(Note: if you have previously submitted an email request specifically for V-0009; you do not need to re-send)

TRAINING OPPORTUNITY